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APR 27 1954

Mr. Clifton E. Mack
Commissioner, Federal Supply Service
General Services Administration
Washington 25, D. C.

Dear Mr. Mack:

As requested in your letter dated 5 March 1954 to Mr. Allen Dulles, the electrical typewriters in use in this Agency as of 30 June 1953, have been reviewed to determine if their utilization meets the use standards prescribed by sub-section 204.06 of Chapter III, Title I of Personal Property Management Regulations of the General Services Administration, promulgated on 15 January 1954.

As a result of that review, it was found that of the 744 electrical typewriters reported, 26 did not meet the prescribed standards in respect to the number of hours used each day. Of the 26 machines, 17 have been transferred within the using offices where their use now meets the prescribed standards or is justified for retention under paragraph b. of subsection 205.06 of Chapter III, Title I of Personal Management Regulations of the General Services Administration. The remaining 9 machines have been declared excess and returned to the Agency's Logistics Office to be declared surplus or to be placed in stock. A tabular report showing the action taken on each of these 26 machines is shown in Tab A.

Requests for electrical typewriters are being reviewed and approved in accordance with the use standards prescribed and promulgated on January 15, 1954, by the General Services Administration. These standards have been incorporated into Agency regulations and the Management Staff has been given responsibility for approval as well as a continuous review of the utilization of electrical typewriters.

An analysis of our requirements indicate to replace worn out equipment, to provide machines on a temporary or substitute basis, and to meet immediate domestic and overseas needs that our minimum stock level should be 94 machines. This is 17 above the number reported in stock as of 30 June 1953. The minimum stock level is

predicated on experience and domestic and overseas lead time. It is reviewed at regular intervals and revised as necessary in accordance with current requirements, lead time and other pertinent factors.

15/
L. E. WHITE
Acting Deputy Director

Enclosure

Tabular Report

MS/AVM:ee (27 April 1954)

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